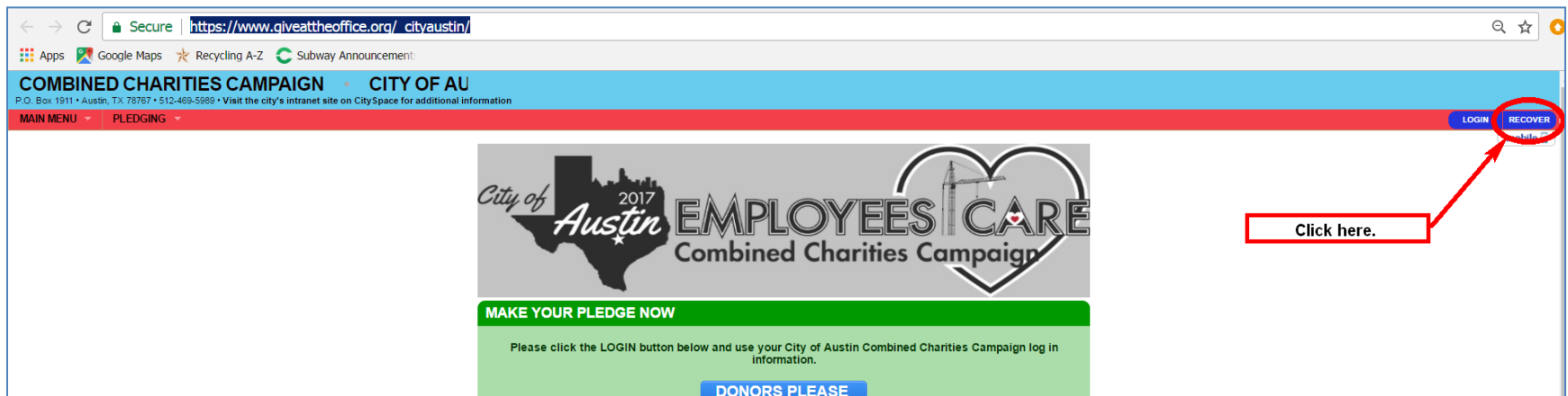


# COACCC Login Process



From the COACCC pledge page, click “recover” in the top right corner.



Enter your City email address, then click the green button.

RECOVERY FOR CITY OF AUSTIN COMBINED CHARITIES CAMPAIGN

RECOVER YOUR USERNAME/LOGIN AND PASSWORD

1. Enter the email address used in your registration.
2. An email will be sent to the entered email address with a link to complete the password recovery process.

EMAIL ADDRESS FOR PASSWORD RECOVERY

Paloma.Amayo-Ryan@austintexas.gov

click here to recover your password

login with my username/password

**Enter COA e-mail address and then click the green button.**

An email will be sent to your City account. Click on the link provided in step 2 of the Password Recovery e-mail (pictured below). Enter your login provided in step 1 of the Password Recovery e-mail. This will probably be your employee ID.



Create an easy to remember password and key it into the two pink fields. Then click the green button.

The image shows a web browser window titled "PASSWORD RECOVERY". Inside the window, there is a message in red text: "THIS LOGIN/USERNAME COULD NOT BE FOUND." followed by "COMPLETE THE FORM BELOW TO COMPLETE THE PASSWORD RECOVERY PROCESS." Below this, there are three input fields: "LOGIN/USERNAME" containing the text "10030523", "NEW PASSWORD" (a pink field with 10 black dots), and "CONFIRM NEW PASSWORD" (another pink field with 10 black dots). At the bottom of the form is a green button with the text "click here reset your password".

Enter the login provided in step 1 of e-mail sent to you, in the first box.

Create an easy to remember password and enter it into the next two boxes.

Then click the green button.

THIS LOGIN/USERNAME COULD NOT BE FOUND.

COMPLETE THE FORM BELOW TO COMPLETE THE PASSWORD RECOVERY PROCESS.

LOGIN/USERNAME

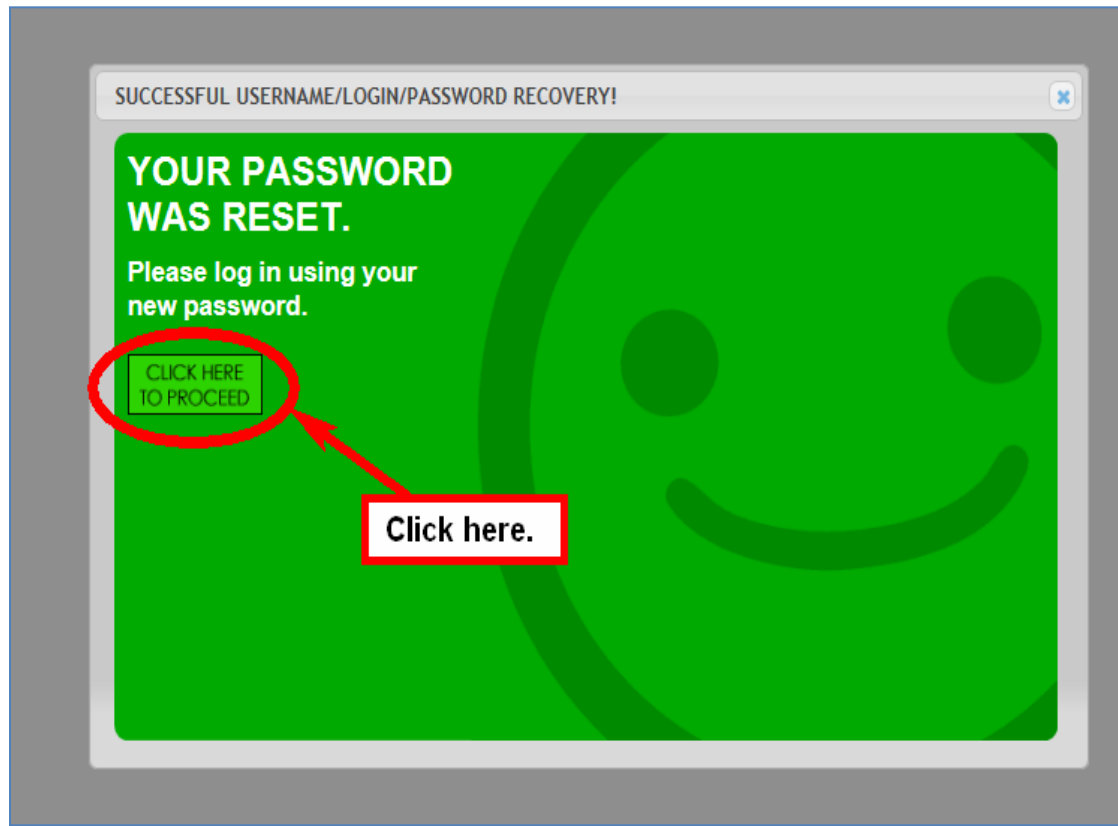
10030523

NEW PASSWORD

CONFIRM NEW PASSWORD

click here reset your password

This is the message you will get, now click on “Click here to proceed”.



Key in your login and new password, then click on green button to log in.

LOGIN TO CITY OF AUSTIN COMBINED CHARITIES CAMPAIGN

PLEASE ENTER YOUR LOGIN INFORMATION BELOW

LOGIN/USERNAME

10030523

PASSWORD

● ● ● ● ● ● ● ●

click here to log in

recover my username/password

**Enter the same login as before.**

**Enter your newly created password.**

**Click the green button.**

Now you will see this screen, where you can select your department.

UPDATE MY PROFILE ON CITY OF AUSTIN COMBINED CHARITIES CAMPAIGN

### SELECT YOUR DIVISION BELOW

SEARCH DIVISION BY KEYWORD, NAME, ADDRESS, ETC

Animal Services	SHOW
Austin Energy	SHOW
Austin Resource Recovery	SHOW
Austin Transportation	SHOW
Austin Water Utility	SHOW
Aviation	SHOW
Building Services	SHOW
City Clerk	SHOW
Code Compliance	SHOW
Communication and Tech Mgmt	SHOW
Communications and Public Inform	SHOW

current

**COMPLETE YOUR PROFILE** ALL FIELDS ARE REQUIRED

pending



This example shows an expanded view of Financial Services, click on your “division” if that applies.

UPDATE MY PROFILE ON CITY OF AUSTIN COMBINED CHARITIES CAMPAIGN

**SELECT YOUR DIVISION BELOW**

SEARCH DIVISION BY KEYWORD, NAME, ADDRESS, ETC

[reset](#)

<b>Emergency Medical Services</b>	<b>SHOW</b>
<b>Financial Services</b>	<b>HIDE</b>
<input checked="" type="radio"/> FASD - Finance Accounting	
<input type="radio"/> FASD - Finance Supervision	
<input type="radio"/> FASD - Finance Treasury	
<input type="radio"/> FASD - Purchasing	
<input type="radio"/> FASD-Budget Office	
<input type="radio"/> FASD-Purchasing Materials Mgmt	
<input type="radio"/> Financial Services	
<b>Fire</b>	<b>SHOW</b>

current

**COMPLETE YOUR PROFILE** ALL FIELDS ARE REQUIRED

pending

Example for Controller's Office Personnel

Review your profile; confirm your email, name etc., click green button “click here to complete your profile”.

UPDATE MY PROFILE ON CITY OF AUSTIN COMBINED CHARITIES CAMPAIGN

**SELECT YOUR DIVISION BELOW**

YOU SELECTED: **FASD - FINANCE ACCOUNTING** [change](#)

completed

**COMPLETE YOUR PROFILE** ALL FIELDS ARE REQUIRED

TITLE  
-- select an option --

FIRST NAME:  LAST NAME:

YOUR EMAIL CAN BE AT ANY OF THE FOLLOWING DOMAINS:  
[austintexas.gov](#), [aenetad.net](#), [austineenergy.com](#), [campotexas.org](#), [ci.austin.tx.us](#), [earthshare.org](#), [earthshare-texas.org](#)

ENTER YOUR EMAIL ADDRESS  
 @

CONFIRM YOUR EMAIL ADDRESS  
 @

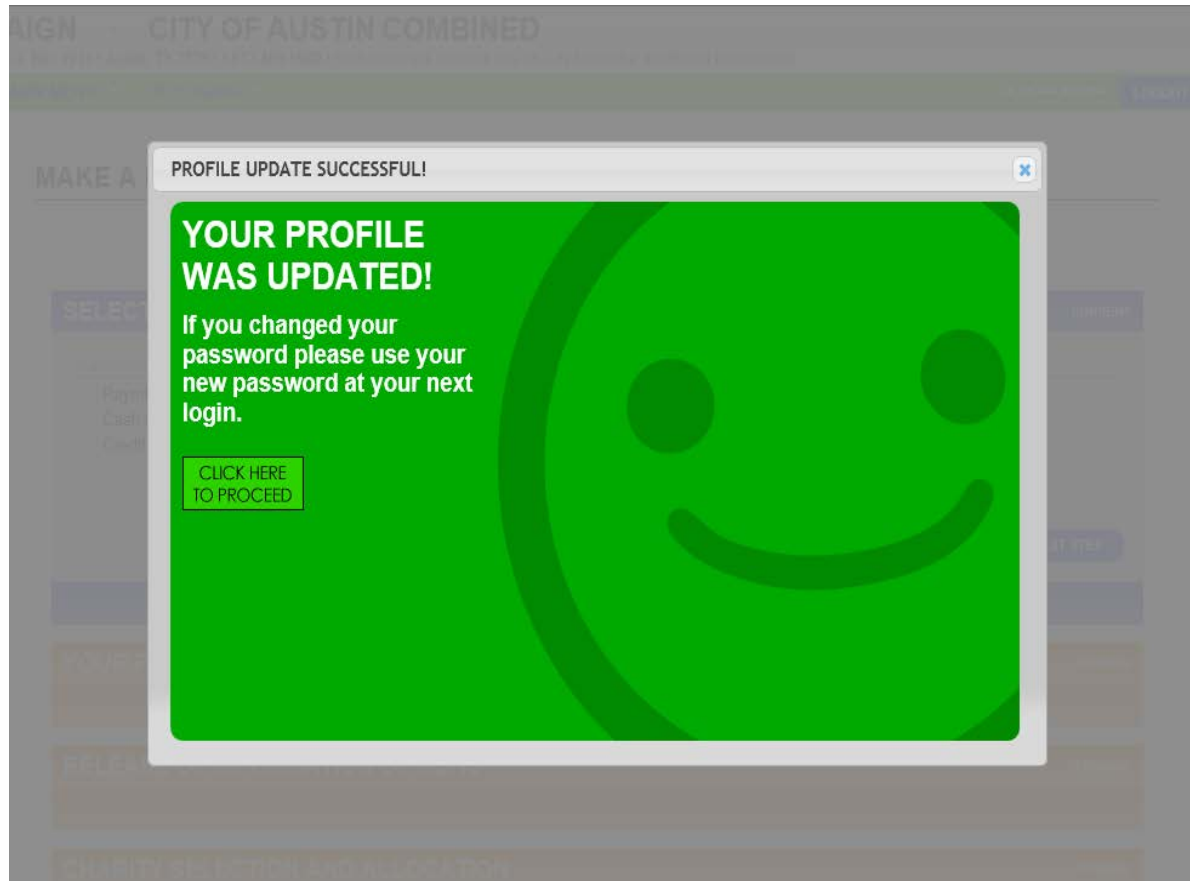
USERNAME/LOGIN  
this cannot be changed

[change my current password](#)

[click here to complete your profile](#)

current

Profile complete message, click on “click here to proceed”.



Now you can start pledging! Select the type you want: You can choose payroll;

SELECT A PLEDGE TYPE

CURRENT

PLEDGE TYPE

☒ Payroll Contribution

☐ Cash Pledge

☐ Check Pledge

☐ Credit / Debit Card (one time)

PLEASE SELECT A PAYROLL PERIOD

☐ Twice a Month (x24 pay periods)

AMOUNT PER PAY PERIOD

\$

.00 Whole numbers only, decimals are not allowed. Example: 9, 19, 29, 39, 99 etc.

TOTAL ANNUAL GIFT

\$0

(amount equals the amount per pay period x pay period. In the next step this amount will be allocated among the charities you select.)

The minimum total pledge amount is \$24.00

GO TO NEXT STEP

ADDITIONAL INFORMATION

PENDING

one-time cash pledges;

SELECT A PLEDGE TYPE

CURRENT

PLEDGE TYPE

☐ Payroll Contribution

☒ Cash Pledge

☐ Check Pledge

☐ Credit / Debit Card (one time)

TOTAL PLEDGE AMOUNT

\$  .00

Whole numbers only, decimal points are not allowed.

The minimum total pledge amount is \$24.00

GO TO NEXT STEP

a one-time check pledge;

SELECT A PLEDGE TYPE

CURRENT

PLEDGE TYPE

☐ Payroll Contribution

☐ Cash Pledge

☒ Check Pledge

☐ Credit / Debit Card (one time)

ENTER CHECK NUMBER

Check Number:

TOTAL PLEDGE AMOUNT





\$  .00

Whole numbers only, decimal points are not allowed.

The minimum total pledge amount is \$24.00

GO TO NEXT STEP

Or one-time credit card pledges.

SELECT A PLEDGE TYPE		CURRENT
<b>PLEDGE TYPE</b>		
<input type="radio"/> Payroll Contribution		
<input type="radio"/> Cash Pledge		
<input type="radio"/> Check Pledge		
<input checked="" type="radio"/> Credit / Debit Card (one time)		
<b>CARD TYPE</b>		
<input type="radio"/>  Mastercard		
<input type="radio"/>  Visa		
<input type="radio"/>  American Express		
<input type="radio"/>  Discover Card		
<b>EXPIRATION</b>		
MONTH ▾ / YEAR ▾		
<b>CARDHOLDER FIRST NAME</b>		
<input type="text"/>		
(as appears on card)		
<b>CARDHOLDER ADDRESS I</b>		
<input type="text"/>		
(street address only tied to card)		
<b>CARDHOLDER CITY</b>		
<input type="text"/>		
<b>CARDHOLDER ZIP</b>		
<input type="text"/>		
<b>CARD NUMBER</b>		
<input type="text"/>		
(no spaces or dashes)		
This transaction will display on your statement as 'EarthShare of Texas'		
<b>CREDIT CARD VERIFICATION (CVV)</b>		
<input type="text"/>		
<b>CARDHOLDER LAST NAME</b>		
<input type="text"/>		
(as appears on card)		
<b>CARDHOLDER ADDRESS II</b>		
<input type="text"/>		
(apt. or unit #, etc.)		
<b>CARDHOLDER STATE</b>		
-- Select a State -- ▾		
<b>CARDHOLDER PHONE NUMBER</b>		
<input type="text"/>		

Enter your employee ID# and phone number, then click on “go to next step”.

SELECT A PLEDGE TYPE		<a href="#">click to edit</a> COMPLETE
ADDITIONAL INFORMATION		
CURRENT		
Employee ID Number		
<input type="text"/>	Required for Payroll Deduction.	
WORK PHONE		
<input type="text"/>		
format: 123-456-7890 ext 1234		
<a href="#">GO TO PREV STEP</a>		<a href="#">GO TO NEXT STEP</a>



Select whether you want to release your donor information to charities in the window below, then click on “go to next step”.

**ADDITIONAL INFORMATION**click to edit  
COMPLETE

**RELEASE OF INFORMATION OPTIONS**CURRENT

RELEASE OF INFORMATION TO CHARITIES

☐ YES - release information I provide to charities.

☐ NO - I do not want to release any information to charities.

GO TO PREV STEP

GO TO NEXT STEP

**CHARITY SELECTION AND ALLOCATION**PENDING

Begin to make your selections below. If you click on the green plus sign next to the name of the Federation it will expand to show you all the charities under that Federation.

CHARITY SELECTION AND ALLOCATION

CURRENT

EXPAND SECTIONS BY CLICKING ON THE + SYMBOL

CHARITIES LISTED BY FEDERATION

FEDERATION LIST

SEARCH MODE

ADD UNDESIGNATED

NO SEARCH FILTERS ALL RESULTS DISPLAYED

MORE SEARCH OPTIONS

+ AMERICA'S BEST CHARITIES

(there are 83 charities within this federation)

+ AMERICA'S CHARITIES

(there are 30 charities within this federation)

+ CITY SPONSORED AGENCIES

(there are 9 charities within this federation)

+ CITY SPONSORED AGENCY

(there are 1 charities within this federation)

+ COMMUNITY HEALTH CHARITIES

(there are 37 charities within this federation)

When you click on an charity organization, you will find a small summary of what services they provide, phone & website link if you would like to learn more. If you want to select this charity for your pledge, click on the “add to pledge” button on the right side. You will repeat this process for each charity you want to add.

CHARITIES CAMPAIGN • CITY OF AUSTIN

P.O. Box 1911 • Austin, TX 78767 • 512-469-5989 • Visit the city's intranet site on CitySpace for additional information

MAIN MENU ▾PLEDGING ▾LA THEASA STEVENSLOGOUT

− UNITED WAY FOR GREATER AUSTIN

(there are 23 charities within this federation)

CHARITIES WITHIN THIS FEDERATION

− ANY BABY CAN AUSTIN, INC. (1 of 23)

LEGAL NAME: Any Baby Can Austin, Inc.

25 WORD STATEMENT  
Any Baby Can improves the lives of children by strengthening them and their families through education, therapy, case management, and family support services.

PHONE  
(512) 454-3743

WEBSITE  
[www.anybabycan.org](http://www.anybabycan.org)

ADD TO PLEDGE

ORG CODE  
1023

ADD CHARITIES BY USING THE SEARCH TOOL ABOVE. ADDED CHARITIES WILL APPEAR HERE.

GO TO PREV STEP

GO TO NEXT STEP

DIGITAL SIGNATURE AND COMMENTS

PENDING

When complete, you can allocate an amount for each charity by keying in that amount in the blank box or you can use the green “distribute allocation.” button to divide the amount evenly to all the charities you selected. Click “go to next step”.

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MAIN MENU PLEDGING LA THEASA STEVEN S LOGOUT

1195

+

AUSTIN CHILD GUIDANCE CENTER (3 of 23)

LEGAL NAME: Austin Child Guidance Center

ADD TO PLEDGE

ORG CODE 1024

ALLOCATE FUNDS TO EACH OF YOUR SELECTED CHARITIES BELOW

ALLOCATE \$24 TO THE 1 CHARITIES YOU HAVE ADDED  
EVERY CHARITY NEEDS AN ANNUAL ALLOCATION AMOUNT.

REMOVE CHARITY

ANY BABY CAN AUSTIN, INC.  
CHARITY CODE 1023

\$  .00

DISTRIBUTE ALLOCATION  
REMAINDER EVENLY

CLEAR ALL  
ALLOCATIONS

SUM OF ALL ALLOCATIONS: \$0  
TOTAL PLEDGE AMOUNT: \$24  
REMAINING BALANCE: \$24

GO TO PREV STEP

GO TO NEXT STEP

DIGITAL SIGNATURE AND COMMENTS

PENDING

Use your mouse or key in your name ,  
then click “complete this pledge”.

DIGITAL SIGNATURE AND COMMENTS

CURRENT

PAYROLL DEDUCTION AUTHORIZATION

I hereby authorize my employer to withhold from my salary the amount as indicated.

CLICK AND HOLD THE MOUSE DOWN TO SIGN WITHIN THE GRAY BOX BELOW  
MAKE SURE TO RELEASE THE MOUSE BUTTON WHILE IN THE GRAY BOX

CLEAR SIGNATURE

SHOW ME HOW TO SIGN THIS PLEDGE USING MY MOUSE

COMMENTS (OPTIONAL)

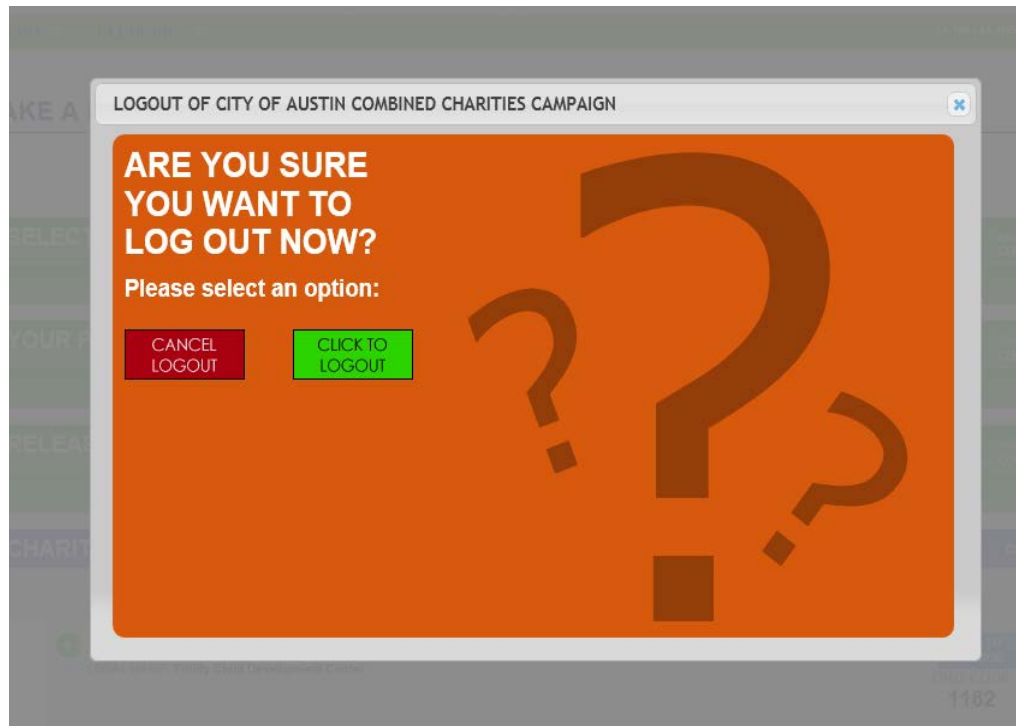
DISCLOSURES

No goods or services were provided in whole or partial consideration for any contributions made to the organizations via this pledge card.

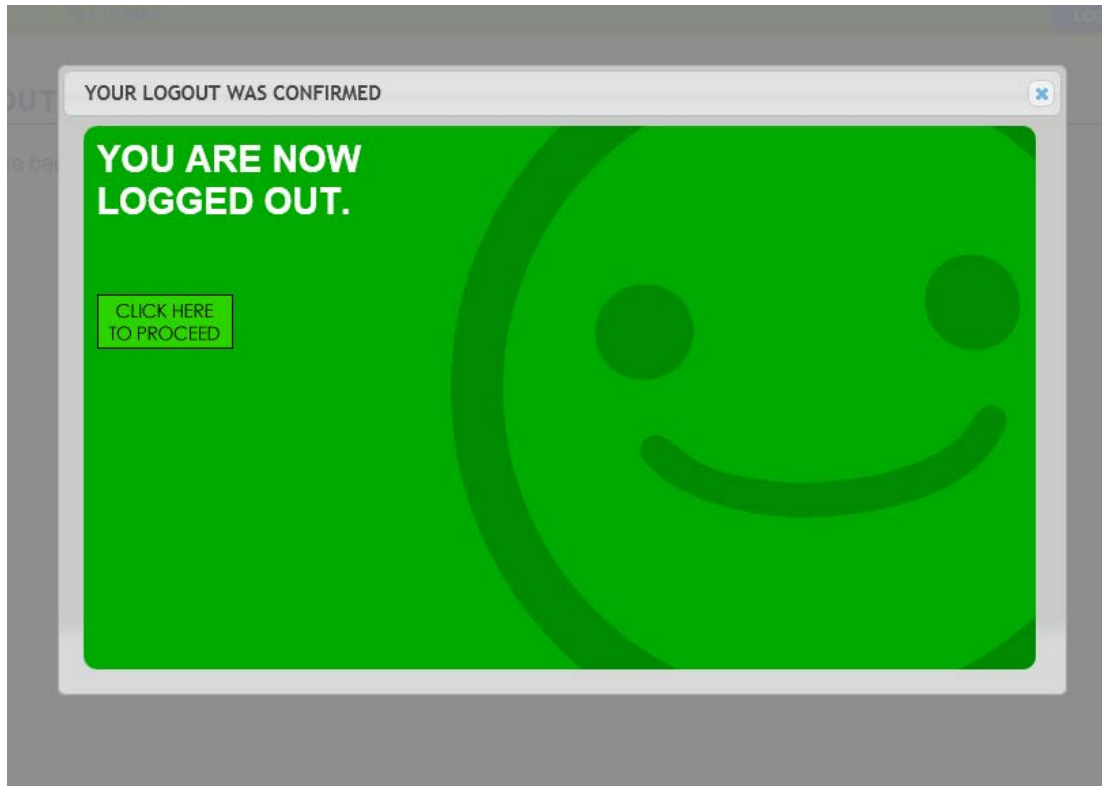
GO TO PREV STEP

COMPLETE THIS PLEDGE

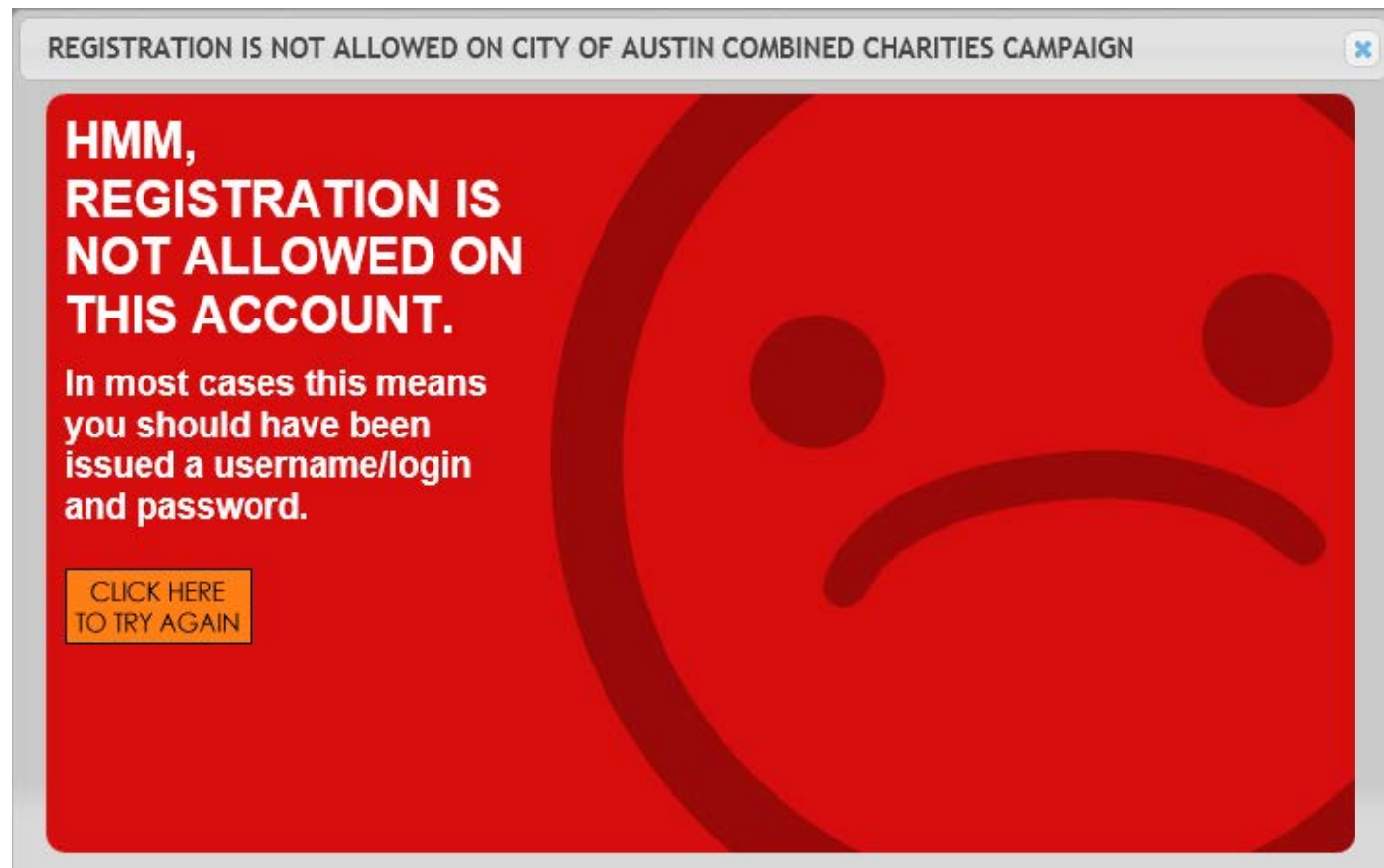
Click on the “Log out” button.



Click on the “Click here to proceed” button.



If you have any problems logging in please send an email to [coaccc@earthshare-texas.org](mailto:coaccc@earthshare-texas.org).





You can check out how your department's pledging is *growing* by clicking the View Campaign Totals button on the COACCC website.

## IN COMBINED CHARITIES CAMPAIGN

X 78767 • 512-469-5989 • Visit the city's intranet site on CitySpace for additional information

PLEDGING ▼



### THIS CAMPAIGN IS TURNED OFF

New pledges will be accepted after the campaign starts.  
Login to view past pledges or create a new registration.

[LOG IN HERE](#)

[VIEW CAMPAIGN TOTALS](#)

[CONTACT US HERE](#)

This is what that looks like; expand on the green + button to see more detail.

## ED CHARITIES CAMPAIGN • CITY OF AUSTIN

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ENU ▼ PLEDGING ▼

### CAMPAIGN TOTALS

DISPLAYED REPORT YEAR: 2017 ▼

### 2017 CITY OF AUSTIN COMBINED CHARITIES CAMPAIGN CAMPAIGN REPORT

GROUP TOTALS BY Division ▼

	Division/Subdivision (click for details)	Pledges	Dollars	Avg.
+	Animal Services	6	\$1,730.00	\$288.33
+	Austin Code	17	\$2,708.77	\$159.34
+	Austin Energy	189	\$97,750.00	\$517.20
+	Austin Public Health	54	\$18,123.49	\$335.62
+	Austin Resource Recovery	32	\$10,791.17	\$337.22
+	Austin Transportation	45	\$7,985.95	\$177.47
+	Austin Water Utility	91	\$53,448.42	\$587.35
+	Aviation	27	\$13,204.24	\$489.05
+	Building Services	61	\$4,252.00	\$69.70
+	City Clerk	26	\$9,287.00	\$357.19
+	Communication & Tech Mgmt	45	\$18,784.00	\$417.42

[illegible]